

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Governor's Medal of Valor Awards Program and Nomination Process for 2007	<b>REFERENCE NUMBER:</b> 2007-013
<b>DATE ISSUED:</b> 04/16/07	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Employee Relations Officers  
Accounting Officers  
Merit Award Administrators**

**FROM:** Department of Personnel Administration  
Benefits Division

**CONTACT:** Barry Fisher  
(916) 322-4753  
Fax: (916) 324-3213  
Email: barryfisher@dpa.ca.gov

The purpose of this memo is to notify departments about the Governor's Medal of Valor Awards nomination process for 2007 and to provide the criteria for submitting nominations to the Department of Personnel Administration (DPA).

Last year, Governor Arnold Schwarzenegger presented 42 State of California employees with these honorary awards in a public ceremony. We are now in the early stages of preparing for the 2007 Governor's Medal of Valor Awards ceremony, and because it is an involved and time-consuming process, we are requesting all nominations for the fall presentation to be submitted to the DPA as soon as possible. The April 2007 Benefit News focuses on the Medal of Valor Awards Program and we would greatly appreciate your distribution of this newsletter to your employees. Our April 2007 Benefit News is available on the web at:

<http://www.dpa.ca.gov/benefits/news/April2007.pdf>

Since 1959, the Governor's Medal of Valor Award recipients have been honored, pursuant to the Merit Award Program Regulations, DPA Rule 599.655 – 664.

Each recipient is an individual who has performed a heroic act above and beyond the call of duty. The award is honorary and consists of a certificate, citation, medal, and lapel pin. Honorees include fire fighters and law enforcement officers, as well as any other state employee who demonstrates uncommon courage. These heroic acts may occur while a State employee is either on or off duty.

There are two types of Medal of Valor awards, a **Special Service (Silver Medal) Award** and a **Special Act (Gold Medal) Award**.

A **Special Service (Silver Medal) Award** is given for an act of heroism by a State employee extending above and beyond the normal call of duty or service performed at personal risk to his/her safety to save human life or State property.

A **Special Act (Gold Medal) Award** is given for an extraordinary act of heroism by a State employee extending far above and beyond the normal call of duty or service, performed at great risk to his/her own life in an effort to save human life.

The DPA and the Governor's staff are charged with handling the preparations and logistics for the ceremony, with assistance provided by participating Departments/Agencies. The Governor presents the awards to the distinguished recipients, with families and friends in attendance. Additional information is available on the web at:

[www.dpa.ca.gov/benefits/Merit/valormain.shtm](http://www.dpa.ca.gov/benefits/Merit/valormain.shtm)

All recommendations for an award must be prepared by the nominating department, signed by the departmental director and submitted on a **Special Act/Special Service Award Recommendation (Form DPA. 012)**, along with supporting documentation. Form DPA 012 can be downloaded from the DPA web site at [www.dpa.ca.gov](http://www.dpa.ca.gov) (click on Benefits then click on Awards – Medal of Valor) or contact your departmental Merit Award Administrator.

A one-page formatted Citation, which is a brief narrative of the event, should be prepared and included, preferably on a disc or by e-mail. Each departmental Merit Award Administrator is responsible for forwarding their department's approved nominations to the DPA. Our Mailing Address is:

Department of Personnel Administration  
Benefits Division, Merit Award Program  
1515 "S" Street, North Building, Suite 400  
Sacramento, CA 95814

The DPA is requesting a confirmed date from the Governor's office. After a date and place have been established, the DPA will contact participating departments to finalize the presentation arrangements. Each department is responsible for arranging and providing transportation for its own awardees to the ceremony. In addition, reimbursement from participating departments for the cost of the ceremony and the medals is processed after the ceremony.

Questions regarding the Medal of Valor Awards process should be directed to Marilyn Moran, DPA Statewide Merit Award Administrator at (916) 324-0522 or e-mail to: [marilynmoran@dpa.ca.gov](mailto:marilynmoran@dpa.ca.gov).

/s/Greg Beatty

Greg Beatty  
Chief